

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 22-63

23 May 1963

To: Training Officers of the Clandestine Services

CLANDESTINE SERVICES RECORDS OFFICERS COURSE

The final presentation of the CS Records Officers Course for fiscal 1963 is scheduled for the week of 3-7 June. Classes will be held each day from 0830 to 1300 in Room 1A-13.

Training Officers are reminded again that a tour of Records Integration Division is required. Experience has proved that students obtain greater benefits from the course if the tour is taken before the course begins. Training Officers can make arrangements for the tour by calling the RID Training Office, extension 4571.

Training Officers are urged to see to it that all who are scheduled to take the Records Officers Course read and become thoroughly familiar with

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may be obtained from the Division or Staff Records Management Officers or from Branch Records Officers.

Full-time attendance in this course is required to qualify as a Records Officer in the Clandestine Services. However, it is not limited to present or prospective Records Officers; it is strongly recommended for any CS employee who has any responsibility for CS records. In the event requests for this course exceed the maximum enrollment, preference will be given to Records Officer nominees.

GROUP 1
Excluded from automatic
downgrading and
declassification